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545

27 March 1970

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report
23 - 27 March 1970A. COURSES

<u>COURSES IN PROGRESS</u>	<u>DATE</u>	<u>STUDENTS</u>
Managerial Grid	22 - 27 Mar.	44
Clerical Refresher	23 Mar. - 17 Apr.	22

B. MANAGEMENT TRAINING1. MEDC

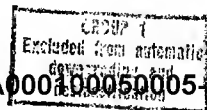
All nominations for the next Midcareer Course have been submitted. The next running, the 24th, begins on 3 May 1970. Letters have been sent to all the students notifying them of their selection.

C. ADMINISTRATIVE TRAINING1. GENERAL

We anticipate an expenditure of approximately six hours this week in visiting students, and instructors and in reading course reports and critiques in reporting on Component Training in the DDS&T. This makes a total of approximately twenty-four hours spent on this project to date.

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The Foreign Service Institute, through Mr. James Ennis, State Department member of the United States Intelligence Board's Education and Training subcommittee, has asked to view the film: Man and the Computer: A Perspective. This film was purchased by the Support School for use in the Support Information Processing Systems (SIPS) presentation in the Support Services Review: Trends and Highlights course. Deputy Chief, Support School - Administrative Training had shown the film to the USIB Education and Training Subcommittee of which he is a member - thus the genesis of the request.

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[REDACTED] joined us on Monday. She will succeed [REDACTED] as our second girl - [REDACTED] has in turn succeeded [REDACTED] now secretary to the Chief, Support School. Sarah will be nineteen on the 28th of March 1970. Following graduation from High School in the spring of 1969, she attended Airline School. Upon graduation she was offered a position in an airline office in Chicago but chose instead to come to Washington, D.C. and work for the Agency.

2. CLERICAL TRAINING

The refresher course, offered by Clerical Training commenced on Monday with nine students in intermediate shorthand training, six in the advanced group, and seven in the typing class.

Clerical Training has ordered several cassette players for experimental use by selected students during Induction and Orientation training courses. The intent is to explore new ways of offering practice opportunities in shorthand during the work day and, eventually, to enable selected students to sign-out cassettes and players for weekend and evening study.

Notes

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3. FIELD FINANCE AND LOGISTICS

A special running of the Logistics portion of the Field Finance and Logistics course is being conducted for Office of Logistics careerists scheduled for overseas assignment in the near future.

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Chief, Support School
Office of Training

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